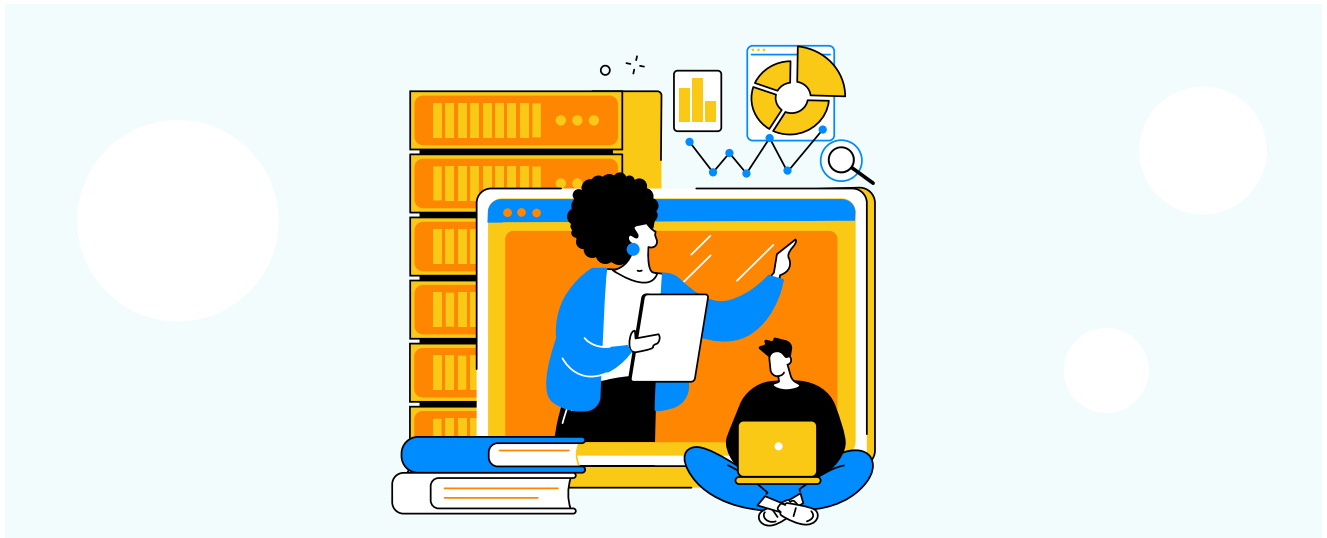




WELCOME

to i2e





| Company's Introduction

We help businesses take informed decisions faster and thrive to lead every Life Science company on the path to digital transformation and innovation. i2e-ideas to execution, because good execution is the ultimate differentiator.

- Foundation year- 2008
- Headquarters- Groton
- Branches- US, Canada, Mumbai
- Fastest growing
- Great place to work
- ISO 9001:2015 AND ISO 27001:2022 Certified

Mission Vision



Our Mission

To help customers maximize their ROI from Project portfolio management investments by providing innovative IT solutions.



Our Vision

Building a niche IT service provider company solving complex problems in the life science domain.

Our Values



Customer commitment

We satisfy and delight our customers -
We back our customers - Customer
Obsession - Create WOW!



We embrace diversity

We celebrate differences. -
Inclusion
and Diversity - Show RESPECT



Innovation

Navigating challenges,
delivering research excellence



Hire & Develop the Best

We hire the best talent and helps
them thrive even more in the
organization.



Humility

We respect people - Empathy



Probation

All employees, will be on Probation for a period of six months from the date of their joining.

Confirmation

An employee will be confirmed only after the successful completion of the probation period and on basis of performance evaluation.



Performance Appraisal

An employee who is confirmed as full-time permanent employee in the Organization and has completed 09 (nine) months of employment in the Appraisal due. Performance Review Period will be from September – August and the Increments will be effective from 1st September.

Notice Period

The order of appointment can be terminated on either side by giving three (03) months' notice in case of confirmed employees, whereas for those on probation it shall be one month's notice.



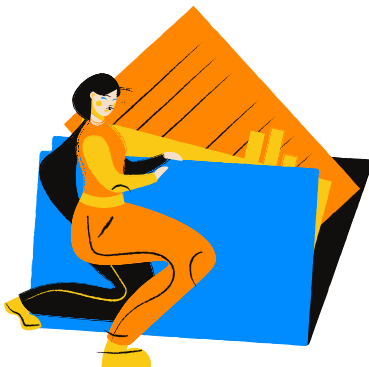


Attendance

Every employee shall "PUNCH IN" and "PUNCH OUT" his attendance from Beehive Portal

Work Timings

Shifts are pre-defined as per your Department. HR will inform the shift timings

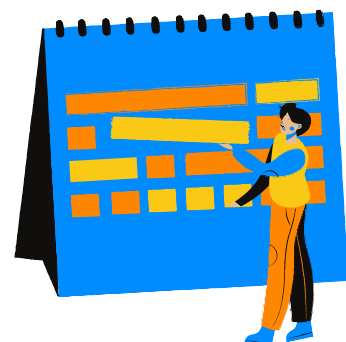


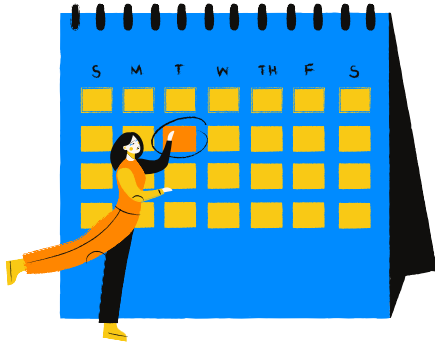
Timesheet

Timesheet in Application should be filled daily and regularly. Activity code 39NC – MISC to be used for any miscellaneous activity other than project tasks.

Leaves

Every confirmed employee shall be entitled to 12 days of EL, 14 CL, 1 Special Leave in a given year. New joiners will receive the CL on pro-rata basis from the month of their joining. CL & Special Leave shall lapse if unavailed at the end of the year. Leave Applications to be applied from Beehive Portal.



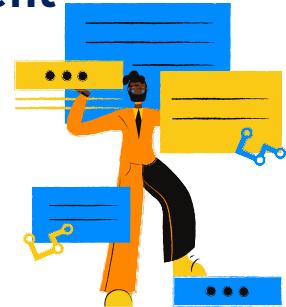


Maternity Benefit

All female employees on confirmed employment who are not covered under the ESIC Act, 1948 and have completed eighty (80) days of continuous service (from the date of Employment Agreement) with the Company are eligible for Maternity Leave ("Maternity Leave").

Group Mediclaim Policy with HPR Benefit

i2e brings the benefit of health insurance cover to you, coverage up to Rs. 5,00,000 with premium Per Person Age Band Wise / SI Wise includes Family Floater for Employee + Spouse + 2 Dependent Children with Health Prime Rider (HPR).



Employee Referral Bonus Program

We are continuously seeking bright people like you to join our team at i2e Consulting. Refer appropriate people, and we will provide you a referral bonus of Rs. 50000/-

** Terms & Conditions applicable

Absconding Policy

When an employee does not resume for work without prior sanction/intimation for three consecutive days and at the end of the third day, in case no information or contact is established with the employee he/she will be identified as abscondee and will be processed further for process of termination





Paternity Leave Benefit

i2e is taking progressive steps to assist employees during significant life events through company-paid time for paternity leaves. This leave benefits are intended to allow employees paid time off to bond with their child before returning to work. Confirmed Male employees are eligible to avail paternity leave of 15 Days.

For detailed update on HR policies visit: [Login :: Beehive HRMS ::\(beehivehcm.com\)](#) - HR-0018-GDL HR Manual v 1.80

Holiday List 2025

YEAR 2025			
Sr. No	Day	Date	Mandatory Holiday
1	Sunday	26-Jan	Republic Day
2	Thursday	01-May	Labour Day
3	Friday	15-Aug	Independence Day
4	Thursday	02-Oct	Mahatma Gandhi Jayanti

Choose any 5 Optional Holidays out of the below List

Sr. No	Day	Date	Optional Holiday
1	Wednesday	01-Jan	New Year
2	Tuesday	14-Jan	Makar Sankranti/Pongal
3	Friday	14-Mar	Holi
4	Sunday	30-Mar	Gudipadwa/Ugadi
5	Monday	31-Mar	Ramzan Eid
6	Thursday	10-Apr	Mahavir Jayanti
7	Friday	18-Apr	Good Friday
8	Saturday	07-Jun	Bakr-id
9	Saturday	09-Aug	Raksha Bandhan
10	Saturday	16-Aug	Janmashtami/Dahi Handi
11	Wednesday	27-Aug	Ganesh Chaturthi
12	Friday	05-Sep	Onam
13	Thursday	02-Oct	Dussehra
14	Tuesday	21-Oct	Deepavali Lakshmi Pooja
15	Wednesday	22-Oct	Diwali New Year
16	Wednesday	05-Nov	Guru Nanak Jayanti
17	Thursday	25-Dec	Christmas

Organizational applications



**Teams- Chat and
collaboration**



Timesheet

<https://timesheet.i2econsulting.com/>



Beehive-HRMS

i2echrms.beehivehcm.com/Login



**Help Desk (IT, accounts, HR,
and admin)- Ticketing portal**

<https://help.i2econsulting.com/>



**Power Apps-
Employee of the
month app**



Pats!

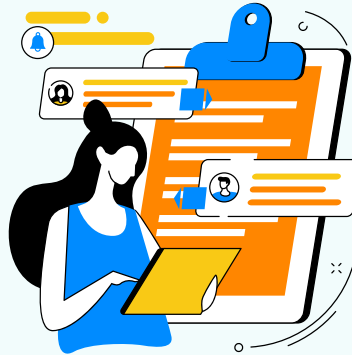
[Microsoft Teams >
Apps > Pats!](#)



**Employee's learning
and development app**



**We use the office 365 suite of
applications to stay connected
and get things done**



Who's Who

Team	Queries On	Contact Person	Designation	Email ID
HR - Payroll & Compliance Management	i2e Beehive Attendance & Leave , Timesheet, Working Hours, Bajaj Mediclaim, HDFC bank account opening, Confirmation, Appraisals	Ankita Wankhede	Sr. HR Executive	ankita.wankhede@i2econsulting.com
		Harshika Tibrewal	Sr. HR Executive	harshika.tibrewal@i2econsulting.com
		Reshma Narkar	Sr. Manager - HR	reshma.narkar@i2econsulting.com
Payroll	Deductions in Salary, Arrears, Salary Slip	Neeta Pawaskar	Sr. Accountant	neeta.pawaskar@i2econsulting.com
		Vikram Nagaonkar	Sr. Accounts Executive	vikram.nagaonkar@i2econsulting.com
		Reshma Narkar	Sr. Manager - HR	reshma.narkar@i2econsulting.com
HR - Learning & Development , Employee Engagement	LinkedIn Learning, Upskill (Disprz), Pats, Office Events	Gayatri Jamadagni	Executive L&D	gayatri.jamadagni@i2econsulting.com
		Kripa Trivedi	Sr.L&D Executive	kripa.trivedi@i2econsulting.com
		Akanksha Turuk	Assistant Manager - Learning & Development	akanksha.turuk@i2econsulting.com
		Sonam Shrimal	Sr. Manager – L & D & Employee Engagement	sonam.shrimal@i2econsulting.com
HR - Talent Management	Openings in i2e, Employee Referral	Mithila Rane	Sr.Manager - Talent Acquisition	mithila.rane@i2econsulting.com
IT	System programs and matters related to hardware	Runesh Shipe	Jr. System Administrator	runesh.shipe@i2econsulting.com
		Abhijit Raorane	Jr. System Administrator	abhijit.raorane@i2econsulting.com
Cyber Security	Phishing Emails	Shashank Gidbidi	Technical Lead	shashank.gidbidi@i2econsulting.com
Accounts & Finance	Investment Declaration, PF , Interns Attendance & Invoicing	Neeta Pawaskar	Sr. Accountant	neeta.pawaskar@i2econsulting.com
		Vikram Nagaonkar	Sr. Accounts Executive	vikram.nagaonkar@i2econsulting.com
		Prashant Morekar	Manager-Finance & Accounts	prashant.morekar@i2econsulting.com
		Ashutosh Dholam	Sr. Accounts Executive	ashutosh.dholam@i2econsulting.com



Posh Policy

Any actions or words with a sexual connotation that interfere with an individual's ability to work or create an uncomfortable atmosphere are considered Sexual Harassment.

Compliance with this policy is a condition of each employee's employment.

Internal Committee

Position	Name of the Member	Contact Details
Presiding Officer/Chairperson	Ms. Reshma Narkar	9821580400
Members	Mr. Aniruddha Bavdhankar	9518712273
	Ms. Mithila Sawant	9892077874
	Ms. Asavari Ajgaonkar	9833850406
External Member	Ms. Ashvini Kandalgaonkar	9920761370

Important Links

Beehive HRMS Portal - <https://i2echrms.beehivehcm.com/>

Timesheet - <https://timesheet.i2econsulting.com/>

Help Desk - <https://help.i2econsulting.com/>

Upskill Disprz - <https://upskill.disprz.com/>

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www.i2econsulting.com





Thank You